

## **BEACON Support Team (BST) Lead Meeting**

**April 24, 2007**

## Agenda

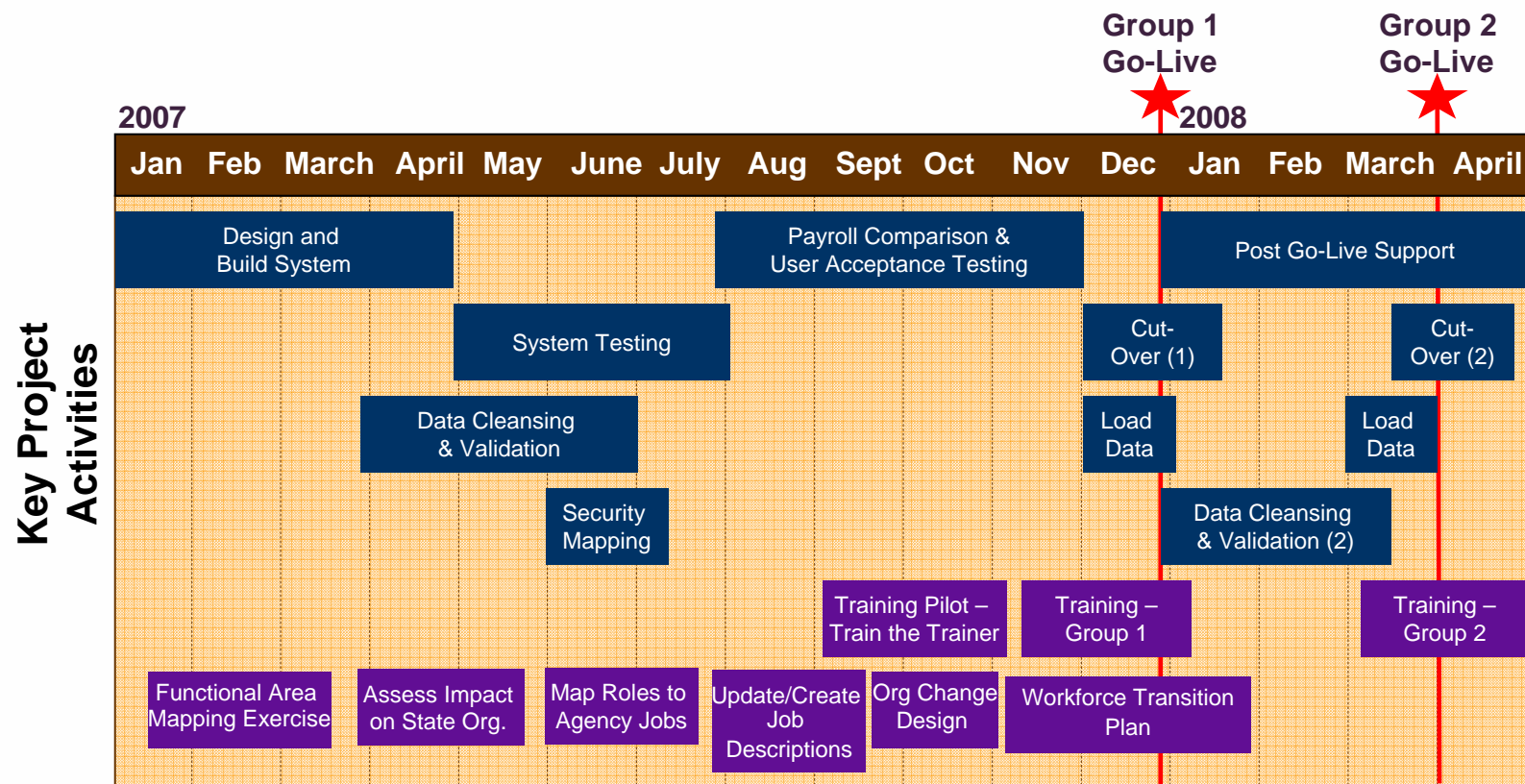
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- Project Update
  - Lowell Magee
- Personnel Administration Overview & Demo
  - Julie New
- Training Update
  - Shirley Patterson
- Upcoming Project Activities
  - Edward Brodsky
- Questions and Answers

## Project Update

## Project Update

- Design and Build Status



## Planned Scope of Services - HR

### Shared Services HR Tasks

- **Benefits**
  - Statewide Plan Administration and Enrollment (NC Flex, SHP, Savings Plans, Retirement)
- **Reporting**
  - Maintenance and Support
- **HR (Personnel Actions)**
  - Transfers and Special Transfers
  - Legislative Increases
- **Org. Management**
  - Creation of Job Classes
  - Process Organizational Change Requests
  - Range Revisions of Job Classes
- **Time Management**
  - Configuration Settings
  - Process Time Evaluation

### Agency HR Tasks

- **Benefits**
  - Workers Compensation
  - Supplemental Benefits
- **HR (Personnel Action)**
  - Individual Employee Actions (including Range Revision actions)
  - Collection of Additional New Hire Information (Dependants, Addresses, Certificates, Licenses, Objects on Loan, etc)
- **Org. Management**
  - Individual Position Actions (Including Range Revision Actions)
- **Time**
  - Releasing of Time

### Under Review

- Vacancy Administration
- Cross Agency Verification Reports
- Short term Disability
- Dual Employment

## Planned Scope of Services - Payroll

### Shared Services Payroll Tasks

- Payroll Production Processing
- Payroll Scheduling
- Check Processing and Distribution
- State Health Plan Reconciliation
- ACH Processing/ Reconciliation
- Central Payroll Accounting
- Garnishment Processing
- Month/Quarter/Year End Reporting
- Tax Reporting and Third Party Remittances
- Working with Vendors
- Collections of Overpayments/Claims
- Calculation of Longevity Pay
- Employment Verification
- Process Non-Resident Aliens Tax
- Process Time Evaluation
- Maintain Payroll Configuration

### Agency Payroll Tasks

- Cell Phone Supplement
- Management of personal use of state vehicles
- Relocation Pay
- Payment to National Guard
- Print Remittance Advices as appropriate
- Release of Time
- Supplemental Benefits

### Under Review

- Dual Employment
- Short-Term Disability

## Personnel Administration Overview & Demo

## Personnel Administration Focus

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- Gather data from all agencies regarding current HR practices and expectations
- Document and resolve outstanding issues regarding configuration requirements and expectations across agencies
- Educate agencies on Personnel Administration actions available with the BEACON SAP HR/Payroll implementation



## Key Process Changes

- Agency HR Professionals will be able to enter more types of personnel data into the BEACON HR/Payroll system (e.g., dependents, withholding and general benefits information) for new hires and rehires
- Range Revisions and Reallocation actions will be tracked in SAP; this is currently done manually
- Additional tracking capabilities in SAP may include FMLA, short-term disability, workers compensation, military leave, etc.
- State agency employees will be able to enter/change some of their own personnel information (e.g., name change, emergency contact information), benefits selection, and bank information (e.g., bank account information) online
- While the look and feel of the system will be different, the process for most of the personnel actions performed by agency HR Professionals will be similar to today

## Next Steps

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- Continue with configuration to support the information gathered in the discussions with agencies
- Compose and send formal communication to all agencies confirming the update of information we received from them

## Training Update

## **Training Vendor**

- ☐ **Ciber**
- ☐ **Onboarded 4/16**
- ☐ **Planned activities**
  - **Develop training materials**
  - **Plan deployment**
  - **Conduct instructor certification**
  - **Help manage deployment / co-facilitate classes**
  - **Help to staff practice / transition centers**

## Training Sites

### Received input from:

- ☐ Dept. of Correction
- ☐ Dept. of Cultural Resources
- ☐ Dept. of Health and Human Services
- ☐ Dept. of Justice
- ☐ Dept. of Juvenile Justice and Delinquency Prevention
- ☐ Dept. of Public Instruction
- ☐ Dept. of Transportation
- ☐ Employment Security Commission
- ☐ Information Technology Services
- ☐ North Carolina Education Lottery
- ☐ NC School of Science and Math
- ☐ Office of Administrative Hearings
- ☐ Office of State Budget and Management
- ☐ Office of the State Controller
- ☐ Office of State Personnel
- ☐ Dept. of State Treasurer

## Recommended Training Instructors

Agency	Number
DCCPS	3
DENR	1
DHHS	5
DJJDP	3
DOA	4
DOC	9+
DOL	4
DOR	1

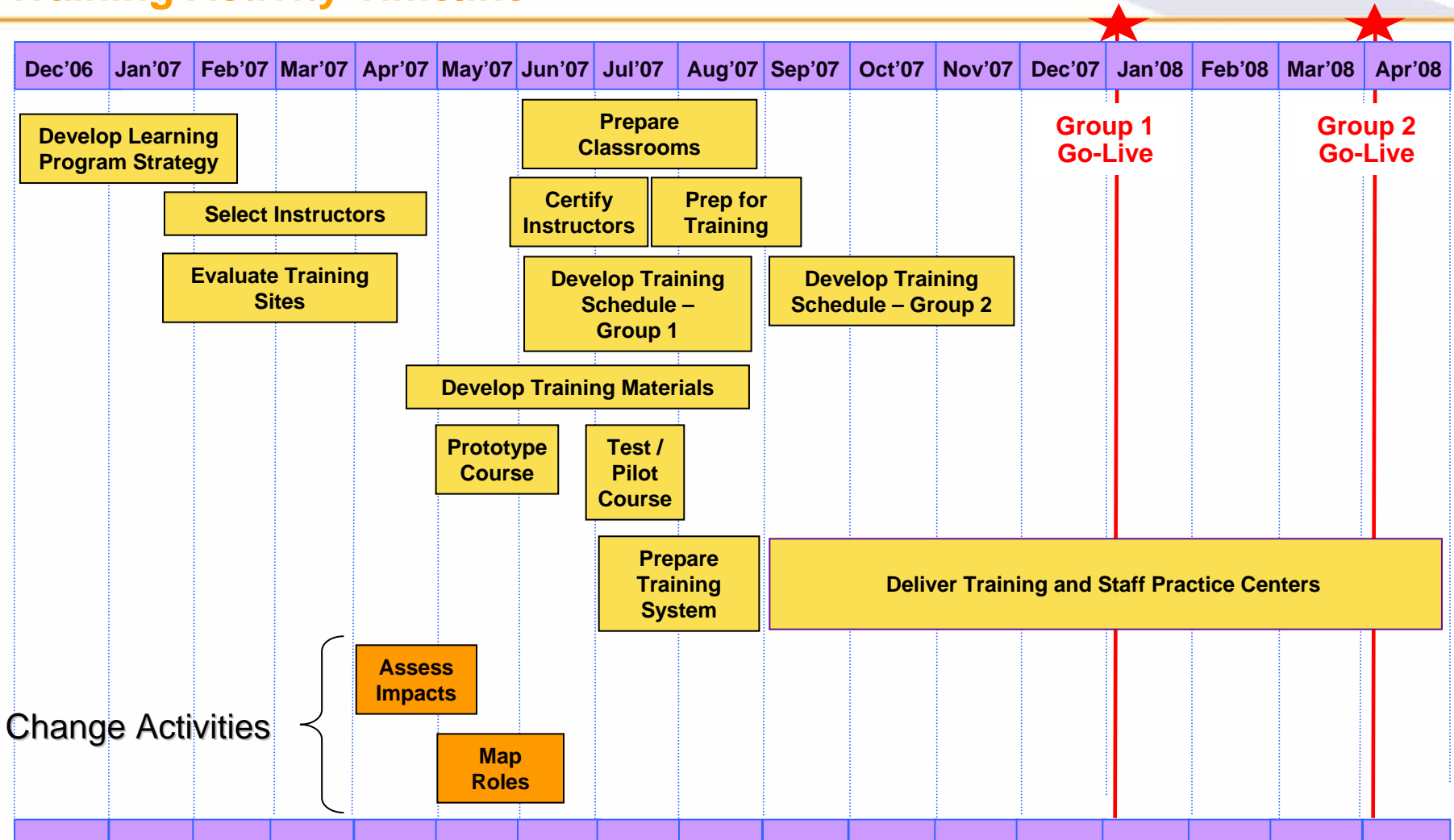
Agency	Number
DOT	4
DPI	2
ESC	2
NCEL	1
OSBM	1
Office of the State Controller	4
Office of State Personnel	14
Office of State Treasurer	3

**Total: 61**

## **Deployment Model**

- ☐ **Cross-agency classes**
- ☐ **Training vendor will co-facilitate classes with agency instructors**
- ☐ **Regional training centers**
- ☐ **Blended learning approach**
  - **Classroom sessions for SAP transaction (Stream 3)**
  - **Computer-based for SAP navigation and policies/procedures**
  - **Practice will be both computer-based and in facilitated sessions**

## Training Activity Timeline





## Upcoming Project Activities

## Activities – Next 6 Weeks

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
23 • 10 am DCR managers meeting	24 • 10 am – BST Lead Meeting – Personnel Administration and Training Updates	25 • BST training Agent Meeting • BST Communication Agent Meeting	26	27	28	29
30	May 1	2	3 • 8:30am Impact Assessment Workshop	4	5	6
7	8 • 10 am DENR Sr. Mgmt Meeting	9	10 • 10 am CMOC Meeting	11	12	13
14	15	16	17	18	19	20
21	22 • 10 am – BST Sponsor Meeting – Org Mgmt and Shared Services Updates	23	24 • 9:00am Role Mapping Workshop	25	26	27
28	29 • 10 am – BST Lead Meeting – Org Mgmt and Shared Services Updates	30	31 Impact Assessment Information DUE	June 1	2	3

## Upcoming Project Activities

### What can you expect from us?

- Weekly BEACON HR/Payroll Project website updates
- BST Training Agent Meeting
- BST Communications Agent Meeting
- BST Change Agent Impact Assessment workshop on Thursday, May 3<sup>rd</sup> from 8:30-11:00am
- BST Change Agent Role Mapping workshop on Thursday, May 24<sup>th</sup> from 9:00am-noon
- Next Month's Topics include **Organizational Management** and **Shared Service** updates

## Survey Results and Questions?



## Upcoming BST Lead Meetings

Date	Time
Tuesday, May 29, 2007	10 am – 11 am
Tuesday, June 26, 2007	10 am – 11 am
Tuesday, July 31, 2007	10 am – 11 am

Check out the BEACON HR/Payroll Project website at:

**[www.beacon.nc.gov](http://www.beacon.nc.gov)**



## BEACON HR/Payroll Project Resources

If you have any questions pertaining to the BSTs, communications, or change activities please contact:

- **Edward Brodsky**  
*Team Lead*  
edward.brodsky@ncosc.net  
Phone: 919-431-6520
- **Shirley Patterson**  
*Training Lead*  
shirley.patterson@ncosc.net  
Phone: 919-431-6626
- **Tyler Jones**  
*Communications Lead*  
tyler.jones@ncosc.net  
Phone: 919-431-6523
- **Libby Williams**  
*Change/Workforce Transition Lead*  
libby.williams@ncosc.net  
Phone: 919-431-6623